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The Administration of First Aid Policy and Procedures

Rev	Date	Revision Details	By
A0	05/08/2022	Initial Draft	MP
A1	12.1.25	Review and update Policy and Procedures updated the addition of the new medication first aid kit	MP
A2	18.6.25	Reformat document, review and update Policy and Procedures	MP

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Policy Statement

We are committed to providing an environment that promotes children's health, safety and wellbeing, which includes ensuring the implementation of clear policies and procedures for the administration of first aid.

Background

The *Education and Care Services National Regulations* require policies and procedures to be in place in relation to the administration of first aid.

Legislative requirements

Section/Regulation	Description
Section 167	Offence relating to protection of children from harm and hazards
Regulation 12	Meaning of serious incident
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parent of incident, injury, trauma and illness
Regulation 87	Incident, injury, trauma and illness record
Regulation 88	Infectious diseases
Regulation 89	First aid kits
Regulation 90	Medical conditions policy
Regulation 92	Medication record
Regulation 93	Administration of medication
Regulation 94	Exception to authorisation requirement – anaphylaxis or asthma emergency

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Regulation 101	Conduct of risk assessment for excursion
Regulation 136	First aid qualifications
Regulation 137	Approval of qualifications
Regulation 161	Authorisations to be kept in enrolment record
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and Care Services must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
Regulation 176	Time to notify certain information to Regulatory Authority
Regulation 183	Storage of records and other documents

Related Policies

Document Name	Title
YEDP_Incident, injury, trauma and illness_Policy and Procedures	Incident, injury, trauma and illness
YEDP_Providing a child safe environment_Policy and Procedures	Providing a child safe environment
YEDP_Enrolment and orientation_Policy and Procedures	Enrolment and orientation
YEDP_Emergency and evacuation_Policy and Procedures	Emergency and evacuation
YEDP_Excursions_Policy and Procedures	Excursions
YEDP_Dealing with infectious diseases_Policy and Procedures	Dealing with infectious diseases

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YEDP_Dealing with medical conditions in children_Policy and Procedures	Dealing with medical conditions in children
YEDP_Sun protection_Policy and Procedures	Sun protection
YEDP_Water safety_Policy and Procedures	Water safety
YEDP_The acceptance and refusal of authorisations_Policy and Procedures	The acceptance and refusal of authorisations
YEDP_Governance and management_Policy and Procedures	Governance and management

Purpose

We aim to ensure that all staff fulfil their duty of care responsibility, by ensuring they protect the health and safety of children, families, staff and visitors of the Preschool. This policy aims to support staff to:

- Preserve life
- Ensure that ill or injured children or adults are stabilised and comforted until medical assistance arrives
- Monitor ill or injured child or adult in recovery until medical assistance arrives or the child is collected by an authorised guardian, or the adult is well enough to leave the premises
- Apply additional first aid if the child's or adult's condition does not improve
- Ensure the environment is safe and other people are not in danger of becoming ill or injured

Scope

This policy applies to children, families/guardians, staff, students, volunteers and visitors of the Service.

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Procedures

First Aid and CPR Qualifications

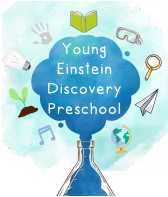
- All staff must hold a current First Aid Certificate, including emergency asthma and anaphylaxis management (renewed every three years).
- All staff must maintain up-to-date CPR certification (renewed annually).
- Staff will participate in regular emergency response drills, including the use of asthma relievers and auto-injection devices. Records of this training are maintained in **OneNote under Health and Safety Records – Asthma and Anaphylaxis Training.**

First Aid Kits

The preschool maintains four First Aid Kits in the following locations:

1. **Entryway Wall** – General first aid equipment.
2. **Art Room Wall** – Equipped with an auto-injection device, Ventolin, and personal medications for children.
3. **Office Wall** – Evacuation bag used for drills and excursions; includes Ventolin and first aid supplies.
4. **Children's Bathroom Cupboard** – Portable kit brought outside for outdoor activities.

Kit Maintenance:

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- Kits must be fully stocked, clearly labelled, and easily accessible.
- Monthly checks are completed using the *First Aid Checklist*, which includes monitoring contents, medications, action plans, and expiry dates.
- Each kit contains an up-to-date inventory and checklist.

Excursions

- All attending staff must hold current First Aid and CPR qualifications.
- The *Evacuation Bag* must be taken on all excursions and checked against the checklist prior to departure.
- Children's personal medications and action plans must be included.
- An auto-injection device must always be included.

Health and Safety Curriculum

Health and safety are embedded in the educational program. Staff plan regular, age-appropriate learning experiences that support children's understanding of wellbeing, safety, and basic first aid awareness.

Supervision during an incident

The safety and wellbeing of children are paramount:

- Children will be adequately supervised during first aid administration.

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- A staff member will comfort and reassure uninvolved children.
- If a staff member must leave the premises in an emergency, parents/guardians will be contacted to collect their child.

Incident, injury, trauma and illness records

Staff will complete the **Minor or Major Incident, Injury, Trauma and Illness Record** depending on the situation.

Minor Incidents:

- Small cuts or abrasions requiring basic first aid (cleaning, bandage).
- Non-allergic insect bites.
- Mild, non-medically treated illness (e.g. cold, gastro).
- Mild strains or sprains.

Major Incidents:

- Any incident requiring medical attention.
- Missing or locked-in/locked-out children.
- Broken bones, significant swelling or sprains.
- Severe burns, bites, lacerations, or amputations.
- Allergic reactions, anaphylaxis, asthma attacks, choking.
- Head, eye, tooth injuries; poisoning or seizures.
- Severe falls, crush injuries, piercings, drowning, electrocution.

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- Psychological trauma.
- Where required, notifications are made to the Regulatory Authority.
- All records are stored securely for the required retention period.

Asthma or Anaphylaxis Emergencies

- If a child shows signs of asthma or anaphylaxis, staff will follow the relevant ***Asthma First Aid Chart*** or ***Anaphylaxis First Aid Plan***.
- The service does **not** require prior parental consent to administer emergency Ventolin or an EpiPen.
- After administering emergency medication, the Nominated Supervisor will notify:
 - The child's parent/guardian
 - Emergency services
 - The Regulatory Authority (via NQAITS portal)

NQAITS Notification:

<https://portal.nqaits.gov.au/SignIn?ReturnUrl=%2F>

Administering Medication

- Medication will only be administered if prescribed by a registered medical practitioner.

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The medication must be in its original container, with:

- The child's full name and date of birth
- Clear dosage instructions
- Valid expiry date

Medication is stored in the:

- Art room (First Aid Kit)
- Locked fridge in the office (if refrigeration is required)
- All medication administration must be documented on the *Administering Medication Form*.
- Parents/guardians must complete and sign both the **Authorising Medication Form** and **the Administering Medication Form**.

In emergencies (e.g. sudden fever, unexpected allergic reaction):

- Staff may administer medication (e.g. Panadol, Zyrtec) and complete forms retrospectively in consultation with the family.
- Staff must follow dosage guidelines based on the child's age and weight.
- Children are not permitted to self-administer medication.
- Students and volunteers must not administer medication but may observe procedures as a learning opportunity.

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Parent Authorisations (Provided at Enrolment)

Parents/guardians must authorise the preschool to:

- Administer Panadol or Nurofen for sudden illness.
- Provide first aid treatment in the child's best interest.
- Call emergency services in serious emergencies.

Notifications

The Nominated Supervisor or Approved Provider must notify the Regulatory Authority within 24 hours of any **serious incident**, including:

- Death of a child while in care or following a care-related incident.
- Serious injury or illness requiring medical attention or hospitalisation.
- Severe allergic reactions, seizures, asthma attacks, etc.
- Any emergency requiring emergency service attendance.
- Missing, taken, or mistakenly locked-in/out child.

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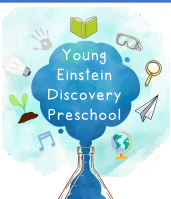
Parent Notification:

Parents must be informed as soon as practicable, but no later than 24 hours after the incident.

All service users are expected to comply with our policies and procedures. Parents, carers, and staff can access the most up-to-date versions at yedp.com.au. When a new policy or procedure is introduced or an existing one is amended, we will provide a minimum of 14 days' notice to all families and staff. Our policies and procedures are regularly reviewed, monitored, and updated to ensure they remain current, relevant, and effective in supporting best practice.

Rolls And Responsibilities

Approved Provider	- ensure The administration of first aid policy and procedures are in place - take reasonable steps to ensure that the nominated supervisor, educators, staff and volunteers follow the policy and procedures - ensure at least one educator, staff member or nominated supervisor with the following is in attendance and <u>immediately available</u> in an emergency: - a current approved first aid qualification - has undertaken current approved anaphylaxis management training - has undertaken current approved emergency asthma management training - ensure an appropriate number of first aid kits are kept, having regard to the number of children at the service. The kits must be
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	suitably equipped, easily recognisable, and readily accessible to adults having regard to the design of the service premises • ensure that information relating to the administration of first aid resulting from an incident, injury, trauma or illness is recorded in the <i>Incident, injury, trauma and illness record</i>. It should be recorded as soon as possible, and within 24 hours, after the incident, injury, trauma or illness • ensure that incidents, injury, trauma and illness events requiring first aid are notified to families as soon as practicable but not later than 24 hours after the occurrence. In the case of a serious incident, notification must also be given to the regulatory authority within 24 hours • ensure that copies of the policy and procedures are readily accessible to the nominated supervisor, coordinators, educators and staff, and available for inspection • notify families at least 14 days before changing the policy or procedures if the changes will: - affect the fees charged or the way they are collected or - significantly impact the service's education and care of children or - significantly impact the family's ability to utilise the service
Nominated Supervisor	• implement <i>The administration of first aid policy and procedures</i> • ensure at least one educator or staff member holds a current approved first aid qualification, and is in attendance at all times that children are being educated and cared for by the service, including on excursions. • ensure an appropriate number of first aid kits are kept, having regard to the number of children at the service, and they are suitably equipped, easily recognisable and readily accessible to adults having regard to the design of the service premises.

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	• ensure an appropriate number of suitably equipped first aid kits are taken on excursions • monitor and maintain stock in first aid kits • support educators and staff to maintain their current first aid qualifications
Educators and staff	• implement The administration of first aid policy and procedures • maintain current approved first aid qualifications • seek further medical attention if required after first aid has been administered • record information as soon as possible, and within 24 hours after the incident, injury, trauma or illness, in the <i>Incident, injury, trauma and illness record</i> (including any first aid administered), and ensure families are appropriately notified • ensure an appropriate number of suitably equipped first aid kits are taken on excursions • monitor and maintain stock in first aid kits • be aware of children attending the service with allergies and their attendance days and apply this knowledge when providing first aid (if relevant) • while attending to a child requiring first aid, ensure other children are adequately supervised
Families	• provide authorisation in their child's enrolment form for the approved provider, nominated supervisor or an educator to seek medical treatment for their child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service • be aware that medication may be administered to their child in the case of an anaphylaxis or asthma emergency without their authorisation • notify the service upon enrolment of any specific health care needs of their child, including any medical conditions and allergies and any medical management plans that need to be followed

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	• ensure any medical management plans at the service are kept up-to-date • if needed, collect their child as soon as possible when notified of an incident, injury, trauma or illness that required first aid • be contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring the administration of first aid and/or medical attention • notify educators or staff if there has been a change in the condition of the child's health, or of recent accidents or incidents that may impact the child's care and require the administration of first aid.
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References

<https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/first-aid>

<https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training>